

Area Guidance on Tracking Health Care Personnel Influenza Vaccination

As part of the HHS initiative to promote vaccination of health care personnel (HCP) with influenza vaccine, IHS will be asked to report progress towards vaccinating HCP with influenza vaccine on a quarterly basis for each Area, starting in January 2009. Each Area needs to aggregate data from their facilities and forward to the IHS Immunization Program Manager, Amy Groom, Amy.Groom@ihs.gov.

More information on this HHS initiative can be found at:
<http://www.hhs.gov/ophs/programs/initiatives/vacctoolkit/index.html>

In addition, educational materials and resources for IHS on this initiative can be found at:
<http://www.ihs.gov/PublicAffairs/NewsReleases/index.cfm>

Reporting Deadlines

For the 2008 – 2009 influenza season, two reports will be collected. **Deadlines for submission of Area reports to the IHS Immunization Program Manager are: January 29th, 2009 and April 29th, 2009.**

Area responsibilities

1. The Area level contact should identify a point of contact for each facility in their Area.
2. The Area level contact should send the Facility Flu Tracking Guidance and Facility Flu Tracking Spreadsheet to the designated contact at each facility.
3. The Area level contact should compile reports by aggregating the data **FOR ALL IHS FACILITIES** and, separately, **FOR ALL TRIBAL FACILITIES** and **ALL URBAN FACILITIES** that report.
4. Please use the attached spreadsheet to report data for your Area.

Facility Responsibilities

1. Each facility should designate an employee influenza coordinator for that site (can be employee health nurse, infection control person, etc.)
2. The facility employee influenza coordinator should develop a list of all HCP at the facility. The list should include all employees, including contractors, and volunteers. **Any person who works or volunteers in a health care facility is considered HCP, even those who work in administration, housekeeping, etc.**
3. The facility employee influenza coordinator should track influenza vaccination coverage among HCP. Guidance on tracking and reporting coverage are included in the Facility Flu Tracking Guidance document, available from the Area contact or the IHS website at <http://www.ihs.gov/PublicAffairs/NewsReleases/index.cfm>